

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
March 10, 2015**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Debra Loevy-Reyes, Tom Murray, and Robert Stack. Also present were Library Director, Jerry Carbone; Youth Services Librarian, Lindsay Bellville; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent was Jane Southworth.

1. Call to Order:

Jerry G. called the meeting to order at 4:45.

1A. Agenda Changes or Additions:

Two items were added: a discussion on the Vermont Library Association's upcoming board meeting by Howard and entering into Executive Session at the end of the meeting.

1B. Public Comments:

None

Before continuing with the meeting, Lindsay introduced her newly hired assistant, Paige Martin, who began her duties during the very busy winter school vacation week in February.

2. Minutes of February 10, 2015:

The minutes of the February meeting were corrected to properly reflect the date of the meeting - February 10, 2015. Upon motion made by Debra and seconded by Jennifer, the minutes of the February 10, 2015 meeting were approved as amended.

3. Old Business:

A. Committee Reports:

5. Friends of the Library: (moved up in the agenda)

Mary Ide distributed a coupon for the upcoming April 10-11 book sale and also reported that the next newsletter will include an article on the necessity of fundraising. She will participate in the upcoming meeting with fundraising consultant, Christine Graham, and requested more handicap parking be made available during the Friends meetings.

1. Asset Development Committee:

Adam submitted the activity and asset summary report, noting that percentage allocations were not within the normal range due to receipt of the Read bequest. He corrected the deposit amount of the Read bequest to \$1,200,120, and reported that even without the Read bequest, there was a gain in market value.

Adam then reviewed the Statement of Future Plans for the Read Bequest as drafted by the Asset Development Committee. Because of patron inquiries, the Trustees discussed options for receiving suggestions from the public concerning how this bequest (and future bequests) will be utilized. Jerry noted that there is a suggestion box on the main circulation desk, and agreed to put a link on the library's website that could be used for public comment. Adam will revise the State of Future Plans for the Read Bequest and make it available to the public at the upcoming

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information and town representative meetings. A compilation of questions will also be sent to Christine Graham for her consideration and discussion at her upcoming scheduled meeting.

2. Fine Arts Committee:

Tom reported on the committee's recent meeting, indicating that

- the fine art policy revision was complete and ready for the Trustees' review;
- an Eric Carle exhibit on picture book art is being discussed; and
- exhibit cases on the second floor will be moved.

Jerry then discussed the revision of the Fine Arts policy, indicating this was the first re-write after several years. The Trustees completed a first read of the revision; it will be brought before the Trustees in April for a second read and final adoption.

3. Building and Grounds Committee:

Pam reported on the recent joint meeting with Building and Grounds and Planning Committee, where use of internal space was discussed. The committee is working with staff to de-clutter and move existing furniture, and will schedule additional meetings with an architect who will help develop a plan for use of space.

4. Technology Committee:

Jennifer reported on recent technology discussions, including

- a photography and video recording policy;
- a lower e-rate discount;
- a new initiative with Alexander Beck for a nonpartisan civic engagement website;
- the anticipated arrival of donated laptops and circulation procedures; and
- consideration of wireless printing and scanning opportunities.

6. Teen Advisory Board:

Debra reported she had distributed a flyer to the court diversion program discussing the availability of additional laptops and programs that could provide needed services, and also reported she is in discussion with BUHS/BAMS in offering author Skype sessions.

7. Planning Committee:

No further discussion.

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8. Trustees Nomination Committee:

Jerry G. reported that the Selectboard had approved a slate of candidates to include Susan Troy, Adam Franklin-Lyons and Robert Stack for the March 21 Town Meeting warning.

B. Town Information Meeting, March 16 & Town Meeting March 21:

Jerry C. announced that an information meeting will be held on March 16, at 6:30, and that the annual town representative meeting will be held March 21. Adam indicated his willingness to attend the information meeting; Jerry encouraged other Trustees to attend the meetings as well.

4. New Business:

A. Photography and Video Recording in the Library Policy:

Jerry C. reviewed a draft photography and video recording policy with the Trustees; the policy will come before the Board at its April meeting for a second read.

B. Windham County Librarians' Meeting Report, February 24, 2015:

Jerry C. reported on a recent meeting of librarians from Windham County which was facilitated by Amy Howlett. The new youth services consultant was present, who discussed upcoming online book reviews and monthly online chats with other youth services librarians.

C. Town Manager's Review of Town Operations and Financial Planning Project:

Jerry C. then indicated that town manager, Peter Elwell, is undertaking a review of department programs and budgets, which will assist in future budget preparations.

Howard then discussed his role on the nominations committee for the Vermont Library Association, indicating that the organization needs more trustee and friends involvement. He will attend the upcoming annual meeting and will report back to the Trustees.

D. Gifts, Donations, Grants Received:

Donations received: none

E. Library director; Reference Libraries Reports; Children's Room Programs' Report; Library Statistics:

See attached reports.

5. Adjourn:

Upon motion made by Pam, and seconded by Robert, the meeting adjourned at 6:35 PM whereupon the Board entered into Executive Session to discuss a personnel matter.

Dawn Pollard, Recording Secretary

6. The Trustees voted to go into Executive Session: Personnel matters were discussed; no motions were made or decisions reached.

Pamela Becker, Trustee Secretary